

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, November 17, 2014**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, November 17, 2014** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, and Konnie Kuiper were present. Councilor Mark A. Herak was absent. No successor has been named to the Ward 4 Council post vacancy. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Peter T. Hojnicky, Metropolitan Police Chief; and George Georgeff, Police Commander were also present.

Also present: Ed Dabrowski IT Director (Contract); and Randy Bowman, Assistant Inspector for Electrical were also present.

General Substance of Matters Discussed

1. *Discussion regarding the 24/7 Records Clerks plan for the Metropolitan Police Department.* The Metropolitan Police Chief discussed the proposed staffing approach in response to the changes expected at January 1, 2015 in consequence of the Public Safety Access Point (9110 Consolidated Dispatch Center). On that date, the dispatching is to be transferred to the County Consolidated Dispatching Center. However, in order to be able to continue to perform those tasks that were additionally performed by the radio dispatchers, the Police Chief proposed having records clerks work a 24/7 schedule.

The Police Chief suggested that the evening staffs would be paid less than the daytime workers. Further, he suggested that the rates of pay would be lower than that of the dispatchers. There would be no additional money required as a result.

He further suggested that on January 1 that the County would be sending its dispatchers to work in our center, while the consolidated center was being made ready.

Council President Vassar indicated his sense of the Town of Council that there was no desire to engage an answering service to be used for after hours calls involving the Public Works staff. The Council President indicated that he believed that workers employed by the Town would be preferable. This would cover the calls that would not be handled by the County.

2. *Discussion about making up the disparity between military pay and police pay while workers are on active duty for the US Armed Forces, National Guard or Reserve component. Discuss whether after the 15 days of full pay entitlement that current law requires, and entitlement to use all other paid time first as also set in current Federal Law.* At the request of the Metropolitan Police Chief particularly seeking to have the Town Council protect the compensation level of Officer B. Snow, who is to be deployed for military service, the Town Council and Clerk-Treasurer discussed modifying the compensation policy to allow protection of the higher level of pay for Officer Snow but really any employee called in to military service, in addition to the current legal requirement for providing 15 days of full-time pay in addition to any military pay, protection of pension rights and work slots.

The Clerk-Treasurer indicated that he had conferred with neighboring Munster, and was informed that Munster has a policy that allows for up to 12 months of making up the difference between any military pay that is lower than the regular pay as an

employee while fulfilling orders to active duty in the United States or State armed forces. It was noted that after 12 months that Munster's policy was to reduce to 80% after up to a full year of the full pay protection, with the Town providing the difference between the military active duty pay and the amount of pay the employee would be earning if full-time on duty locally. The Town Council seemed to believe such a compensation policy was desirable. The Clerk-Treasurer would draft the interim ordinance for review.

3. The Clerk-Treasurer reminded the Town Council of the following dates of meetings for the balance of the year. He further suggested that matters dealing with compensation and any general wage increase, should be discussed at the study session of December 15. Then based upon that meeting, the policies or actions desired for adoption could be taken up on Monday December 22 as the last scheduled meeting of the year.

Please note that there are only five plenary business meetings left for the year.

- Study Session Monday, December 1, 2014:
 - Plenary Business Meeting, Monday December 8, 2014:
 - Study Session Monday, December 15, 2014:
 - Plenary and final Business Meeting of 2014 Monday, December 22, 2014:
 - Monday December 29 no meeting as fifth meeting.
4. The Town Council President discussed that there would be no formal Town Holiday Employees Dinner Dance and award event. It was noted that in recent years board and commission members were attending in greater numbers than workers. The Town Council noted the decline in employee participation. The Town Council discussed whether there should be a daytime catered luncheon party for all workers or in the alternative a municipal purchased gift of a turkey or a ham. The Clerk-Treasurer noted that such a gift may be construed as taxable fringe.

The Clerk-Treasurer indicated he would speak to the Internal Revenue Service regarding any guidance it may offer regarding a gifting of turkeys for full-time workers or all workers. The Metropolitan Police Chief was tasked with exploring certain vendors and the logistics of distribution to workers.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, November 17, 2014**, was adjourned at 7:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer